

## Tips for Customizing Posters in Adobe Acrobat

Customizing the posters is not difficult and can be done relatively quickly. This document provides instructions and tips for customizing the posters using Adobe Acrobat. These instructions were developed using Adobe Acrobat 5. There may be some variations with newer or older versions.

### 1. Key Tools

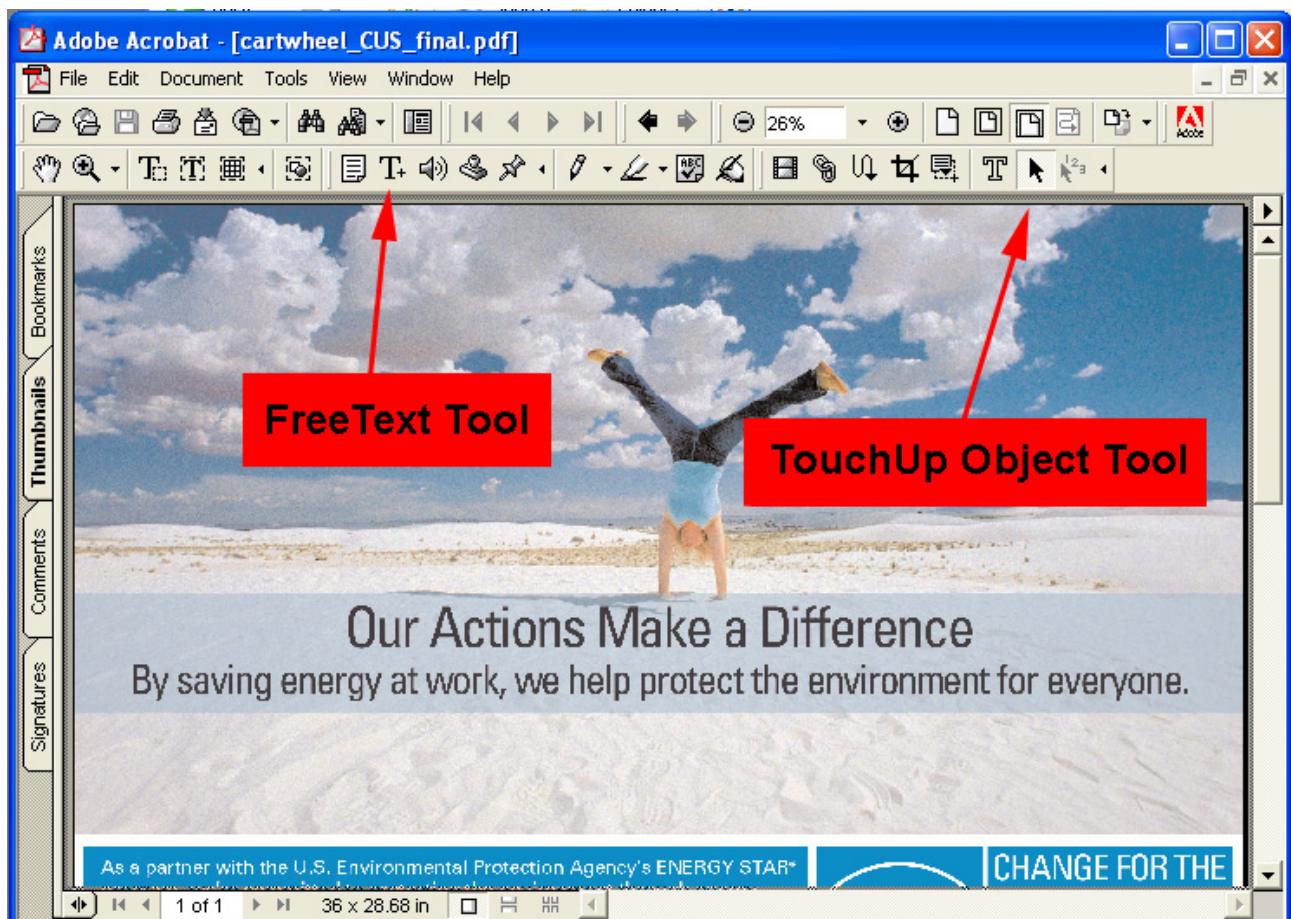
For customizing the PDF, there are three key tools that you will need. These are the:

**TouchUp Object Tool** – For working with logos, copying and pasting PDF files.

**FreeText Tool** – For creating text blocks, typing, and adjusting text properties (Font, Color, etc.)

**Hand Tool** – For adjusting text properties, text block size, and moving pasted objects.

Figure 1.



### 2. Importing Logos & Graphics

The easiest way to import your logo or graphic into the poster is by cutting and pasting the logo as a PDF file. You can also use this procedure to cut and paste text messages, saved as PDF. Cutting and pasting from PDF to the poster PDF files is the easiest way to maintain the quality and resolution of the logo/graphic.

**Step 1** – Find the highest resolution logo/graphic you have and open it in Photoshop, Illustrator, or whatever graphics program you use.

**Step 2** – Scale the logo/graphic to correct size for the poster. The white space in the customizable poster is approximately 4” high and 36” wide, so you do not want to exceed these dimensions.

**Step 3** – Save the graphic as a PDF. To do this, you will need to select Acrobat Distiller from your print options.

**KEY TIP** – Before clicking “OK” in the print window, click on “Properties” and then “Acrobat PDF Settings.” Check the conversion settings to make sure they are set for high resolution. Most new versions of Acrobat have “eBook” as the default conversion setting. The resolution for this setting is too low (600 dpi). Change the conversion setting to “Press” or another higher resolution option. (E.g. 2400 dpi)

**Step 4** – Open the new logo/graphic PDF file. Select the TouchUp Object Tool. (see Figure 1). Click on the logo/graphic. The edge of the logo/graphic should be highlighted in blue. Copy the logo into the clipboard. [Do this by right clicking the mouse and select “Copy.” Or Press “Ctrl C.” on the keyboard.]

**Step 5** – Open the poster file. Select the TouchUp Object Tool and then paste the logo into the white space on the poster. [Right click mouse and select “Paste.” Or press ‘Ctrl P’ on the keyboard.” ]

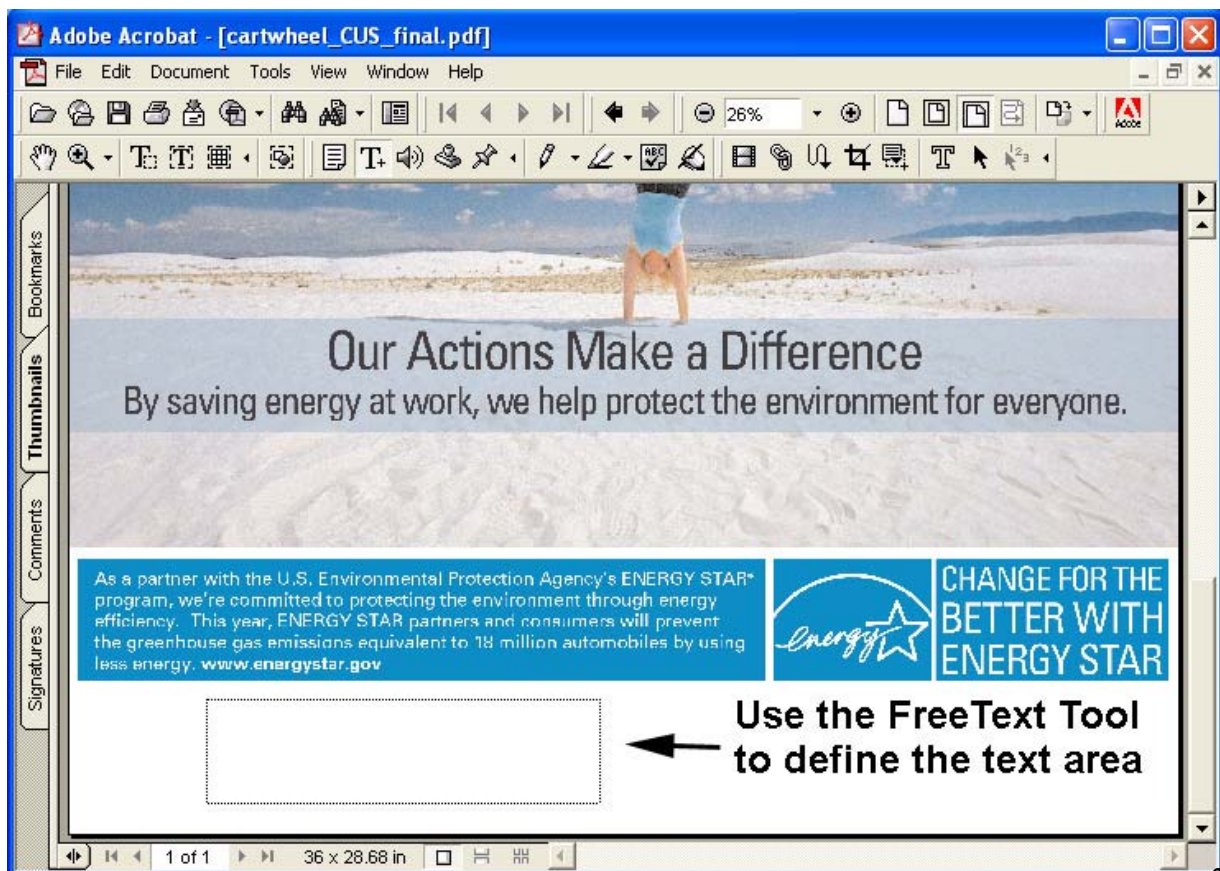
### 3. Creating Text Blocks

**Step 1** – Insert logo/graphics first. Logo/graphic size and placement will affect the amount of space available for text blocks.

**Step 2** – Select the FreeText Tool in the poster. (See Figure 1)

**Step 3** – Holding the left mouse button down, draw the area for text block. (See Figure 2 below)

Figure 2





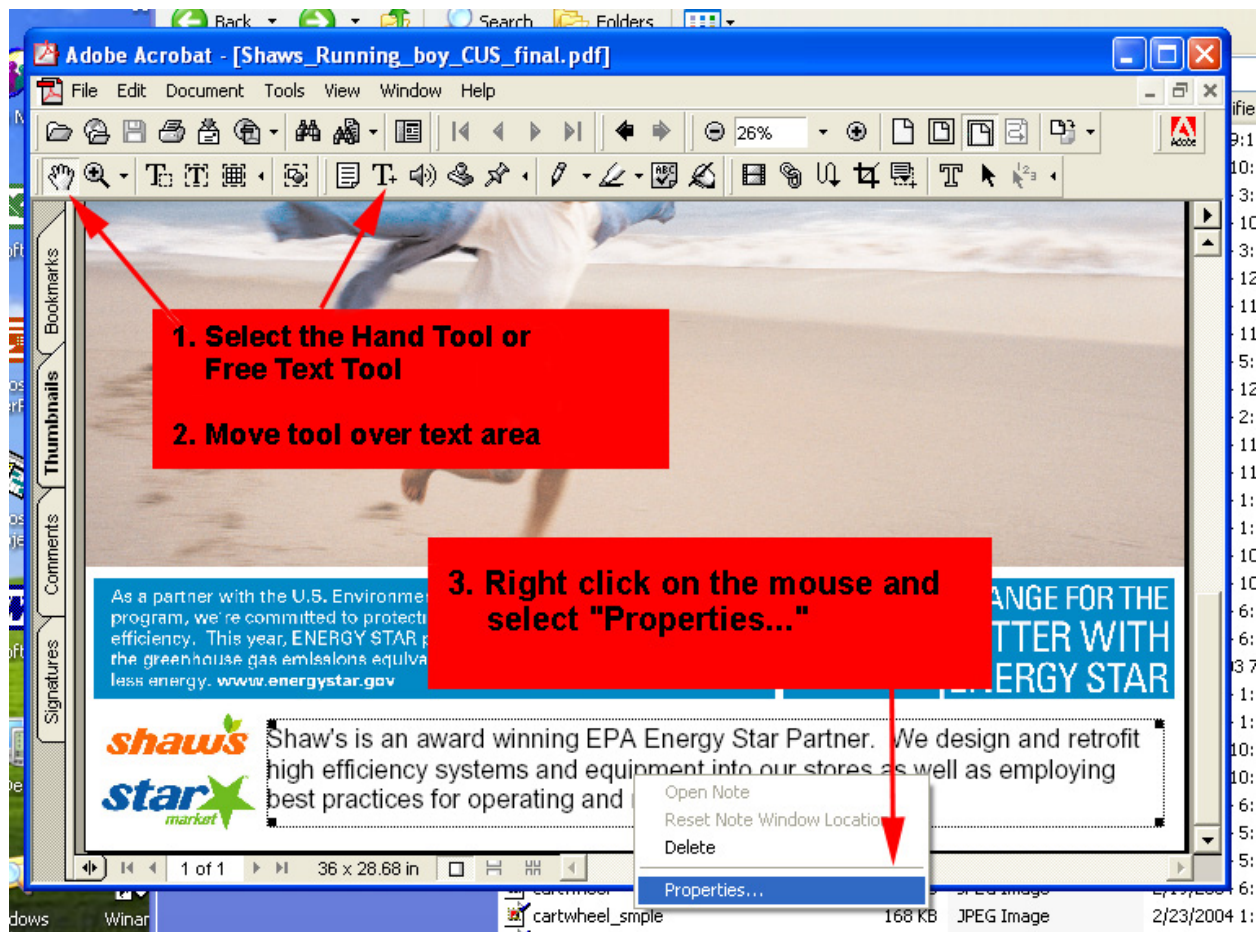
**Step 4** – Once the text block area is defined, the cursor line should appear in the text block. Either type your message or cut and paste your message from a text document.

**Adjusting Text Block** – Use the Hand Tool to adjust the size of the text block.

#### 4. Adjusting Text Font, Font Size and Color

**Step 1** – Select the Hand Tool or TouchUp Object Tool and move the tool over the text block.

**Step 2** – With the tool over the text block, click on the right mouse button and select “Properties..” The Text properties box should then appear.



**Font Color** – Font color controlled by the “Border Color” button. If you do not want a border, then within the Appearance section, next to the “Thickness” options, adjust the size to “0 pts”

**Font Size** – To set the font to a large size, simply type the size into the control box. You will probably need a font size between 40 – 70.

**Font Type** – For some large size printers, some fonts may not be supported by the printer and will not print. If this happens, select one of the fonts at the top of the font list. You will notice that there is a short list of fonts followed by a longer list of fonts. The short list starts with Courier and ends with Zapf Dingbats on Acrobat 5.

## 5. Printing

In order for the text that you insert into the posters to print, the “Comments” box must be selected within the Print Range menu options. See picture below.

